



Agency Time Administration Training Manual Addendum

Created on Monday, June 30, 2008



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Employee Balances and Requests

Enter Leave Request for Employee

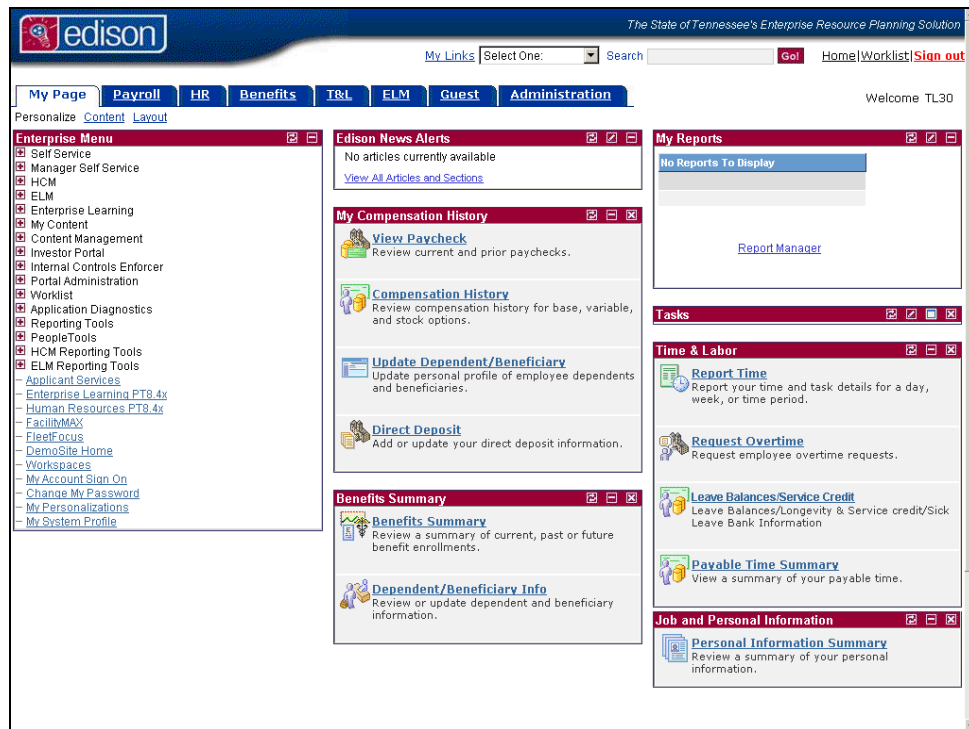
In order to enter leave on an employee's timesheet, a **Leave Request** first needs to be submitted. Before the leave is submitted on the timesheet, the request must be approved by the appropriate supervisor.


A separate **Leave Request** is required for each type of leave being requested and for leave that does not run concurrently.

For example, two separate requests are required if an employee wishes to take 1 hour of annual leave on Monday and 1 hour of annual leave on Friday.

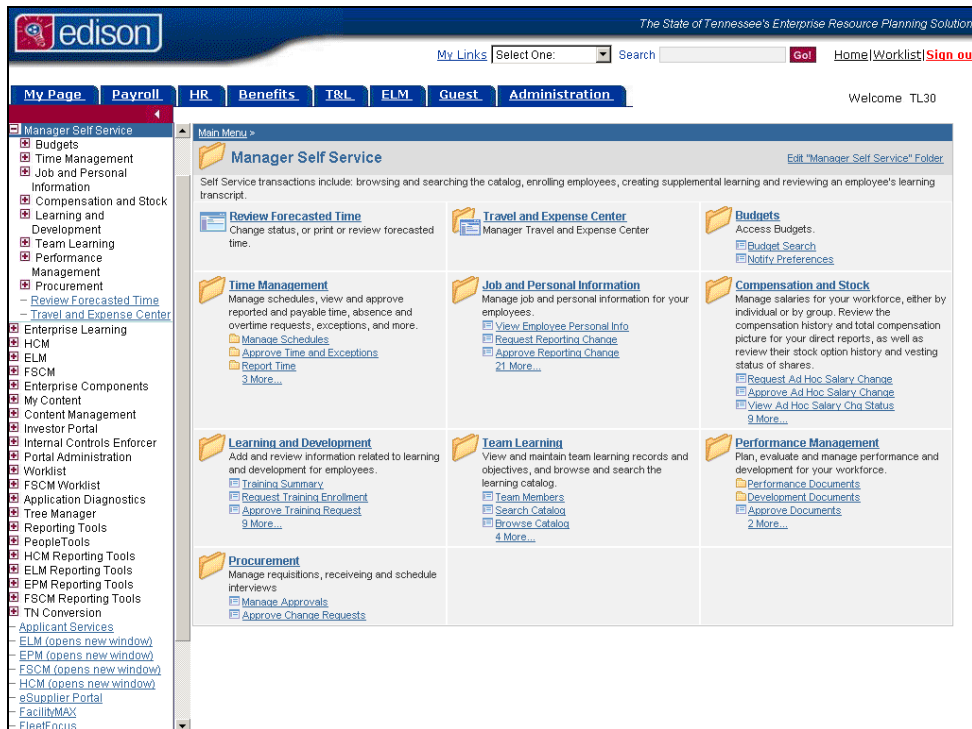
Procedure

In this lesson, we will enter a leave request for **Buick Washington**.

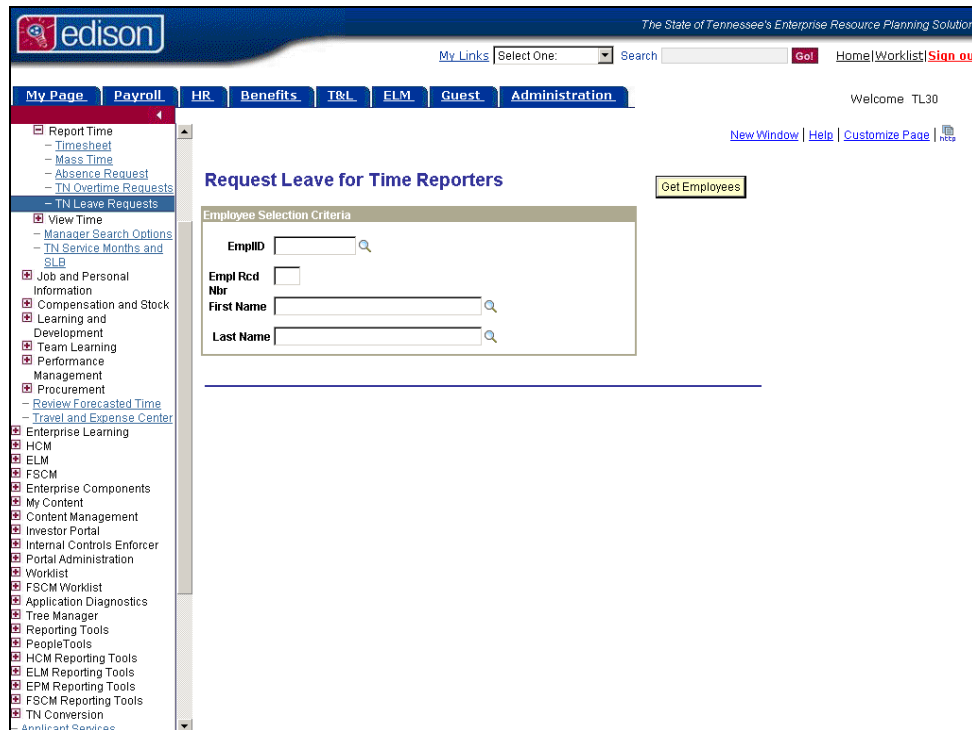


Step	Action
1.	Begin by navigating to the Leave Request page. Click the T&L tab. 



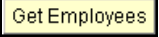

Step	Action
2.	Click the Manager Self Service link. Manager Self Service

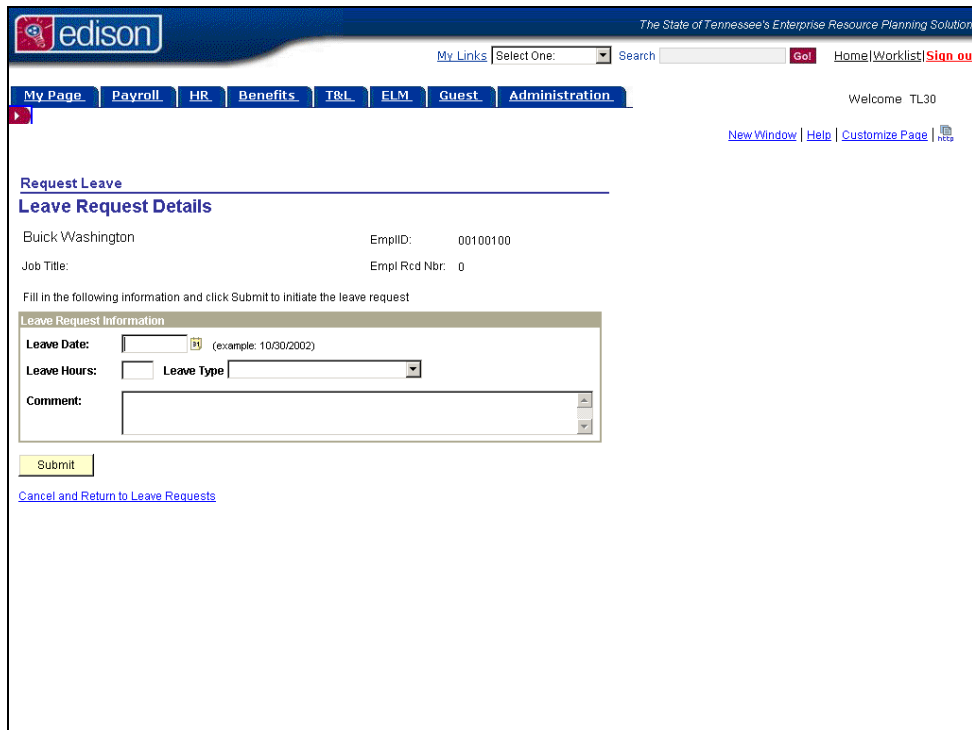


Step	Action
3.	Click the Time Management link. Time Management
4.	Click the Report Time link. Report Time
5.	Click the TN Leave Requests link. TN Leave Requests





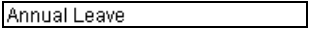



The screenshot shows the Edison HR system interface. The header includes the Edison logo and the text 'The State of Tennessee's Enterprise Resource Planning Solution'. Below the header is a navigation bar with tabs for 'My Page', 'Payroll', 'HR', 'Benefits', 'T&L', 'ELM', 'Guest', and 'Administration'. The 'HR' tab is selected. On the left is a vertical navigation menu with various options like 'Report Time', 'View Time', 'Job and Personal Information', etc. The main content area is titled 'Request Leave for Time Reporters'. It features an 'Employee Selection Criteria' section with input fields for 'EmplID', 'Empl Rcd Nbr', 'First Name', and 'Last Name'. A 'Get Employees' button is located to the right of these fields. The page also includes a 'Welcome TL30' message and links for 'New Window', 'Help', 'Customize Page', and 'Sign out'.

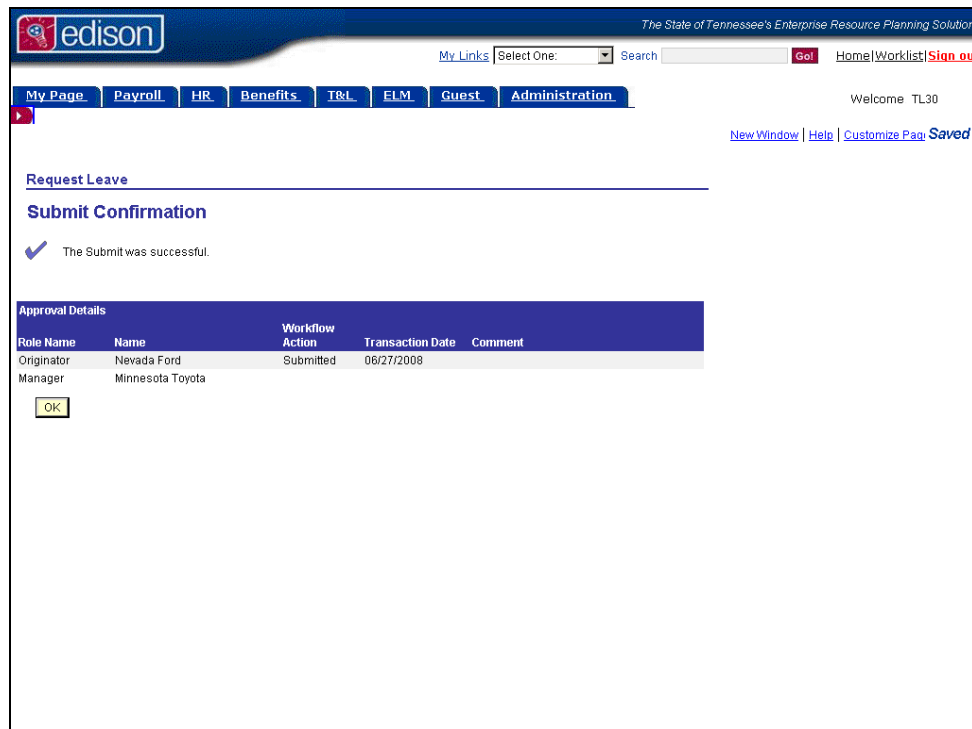
Step	Action
6.	Click the Collapse button. 
7.	Using the Employee Selection Criteria section, specify filter values to return the list of employees for whom you want to view information.
8.	Click in the EmplID field. 
9.	Enter the desired information into the EmplID field. Enter " 00100100 ".
10.	Click the Get Employees button. 
11.	Click an entry in the Name column. 



The screenshot shows the 'Request Leave' page in the Edison system. The top navigation bar includes links like 'My Page', 'Payroll', 'HR', 'Benefits', 'T&L', 'ELM', 'Guest', and 'Administration'. The user is logged in as 'TL30'. The 'Leave Request Details' section shows the employee's name 'Buick Washington', 'EmplID: 00100100', and 'Empl Rcd Nbr: 0'. Below this, there's a 'Leave Request Information' box containing a 'Leave Date' field with a calendar icon (example: 10/30/2002), a 'Leave Hours' field, a 'Leave Type' dropdown menu, and a 'Comment' text area. A 'Submit' button is located at the bottom of the form.

Step	Action
12.	Click the Choose a date button. 
13.	Click the 30 link. 
14.	Click in the Leave Hours field. 
15.	Enter the desired information into the Leave Hours field. Enter " 7.5 ".
16.	Click the Leave Type list. 
17.	Click the Annual Leave list item. 
18.	Depending on the supervisor and agency, the required comments may vary. It is suggested that the specific time period and purpose for the leave be entered in the Comment field.
19.	Click the Submit button. 


Step	Action
20.	<p>The name of the Originator and the Manager are listed on the Confirmation Page, so as a timekeeper, you will know who needs to approve the request.</p> <p>Note: If the appropriate Manager/Supervisor does not appear, it is important that you contact your TL Administrator.</p>



The screenshot shows the 'Request Leave' confirmation page in the Edison HR system. The page has a blue header with the Edison logo and navigation tabs for My Page, Payroll, HR, Benefits, T&L, ELM, Guest, and Administration. A message states 'The Submit was successful.' Below this is an 'Approval Details' table.

Role Name	Name	Workflow Action	Transaction Date	Comment
Originator	Nevada Ford	Submitted	06/27/2008	
Manager	Minnesota Toyota			

An 'OK' button is visible below the table.

Step	Action
21.	<p>Click the OK button.</p> 
22.	<p>A separate Leave Request is required for each type of leave being requested and for leave that does not run concurrently.</p> <p>For example, two separate requests are required if an employee wishes to take 1 hour of annual leave on Monday and 1 hour of annual leave on Friday.</p>
23.	<p>You have successfully entered a leave request.</p> <p>End of Procedure.</p>